

**MINUTES  
BROOKVILLE MUNICIPAL AUTHORITY  
Tuesday, October 9, 2018 @ 4:00 P.M.**

The Brookville Municipal Authority met in Council Chambers on Tuesday, October 9, 2018 at 4:00 P.M. with the following in attendance:

**MEMBERS**

Brad Miller  
Tom Dinger – arrived @ 4:03 P.M.  
Roger Shaw  
Robert Moss  
Sam McKinley

**STAFF**

Manager Dana D. Schreckengost  
Accountant Kerry Swineford  
Commissioner Clyde Bullers  
Engineer Josh Gunnett  
Solicitor Jim Dennison  
Recorder Christine Gunning

**VISITORS**

Patti Slaughter  
Rose James

**CALL TO ORDER:**

Chairman Brad Miller called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES:**

Member Robert Moss moved to approve the minutes of the September 11<sup>th</sup> meeting as submitted; seconded by Member Roger Shaw. Motion carried 4-0.

**FINANCIAL REPORTS:**

- A. **Review of Financial Statements** – Accountant Kerry Swineford stated we got our audit back, and he was really pleased with it. Accountant Kerry Swineford stated there are just a couple of journal entries that need to be made for the end of last year. Accountant Kerry Swineford stated last month we transferred \$54,000.00 to PLGIT for the membrane so that is taken care of for this year. Member Sam McKinley moved to approve the financial reports as presented; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

**VISITORS:** None

**COMMITTEE REPORTS:**

**A. Engineer's Report**

1. **Written Report** – Attached
2. **Payment Requisitions** – Engineer Josh Gunnett reported requisition number twenty-eight to USDA has the following components:
  - a. **Global Heavy Corporation Payment Requisition Number Eighteen** – Engineer Josh Gunnett stated we have payment requisition number eighteen from Global Heavy Corporation in the amount of \$66,100.52 for Phase Two general-mechanical work for the wastewater treatment plant. Member Sam McKinley moved to approve payment requisition number

b. **Westmoreland Electric Services, Incorporated Payment Requisition**  
**Number Twelve** – Engineer Josh Gunnnett stated we have payment requisition number twelve from Westmoreland Electric in the amount of \$543,534.84. Vice-Chairman Tom Dinger moved to approve payment requisition number twelve from Westmoreland Electric in the amount of \$543,534.84; seconded by Member Sam McKinley. Motion carried 5-0.

c. **Requisition Number Twenty-Eight to USDA** – Engineer Josh Gunnnett stated requisition number twenty-eight to USDA in the amount of \$621,685.36 includes Gwin, Dobson, and Foreman invoice number forty-two in the amount of \$12,050.00 which was previously approved in the engineering agreement. Member Sam McKinley moved to approve requisition number twenty-eight to USDA in the amount of \$621,685.36; seconded by Vice-Chairman Tom Dinger. Motion carried 5-0.

d. **Total Payment Requisitions** – Engineer Josh Gunnnett reported total payment requisitions this month are \$621,685.36.

**Change Orders** –

a. **Phase 1A Wastewater System Improvements** – Engineer Josh Gunnnett reported there are no pending change orders for Phase 1A.

b. **Phase 1B Sanitary Sewer Replacement Work** – Engineer Josh Gunnnett stated there are no pending change orders for Phase 1B.

c. **Phase 2 Wastewater Treatment Facility General-Mechanical Work** – Engineer Josh Gunnnett stated there are no pending change orders for Phase 2 wastewater treatment facility general-mechanical work.

d. **Phase 2 Wastewater Treatment Facility Electrical Work** – Engineer Josh Gunnnett stated there are no pending change orders for Phase 2 wastewater treatment facility electrical work at this time.

**Bison Construction – Close Out** – Engineer Josh Gunnnett stated Bison Construction has completed their construction work as of September 28<sup>th</sup>. Engineer Josh Gunnnett stated now that all the construction work is done we would ask for a motion so they can sign off on their closeout paperwork and start their warranty period now. Vice-Chairman Tom Dinger moved to approve the close out of contract number three with Bison Construction; seconded by Member Sam McKinley. Motion carried 5-0.

**PennDOT (State Route 322 and State Route 28 Improvements)** – Engineer Josh Gunnnett stated PennDOT responded to our revised justification with the attached map. Engineer Josh Gunnnett stated there are costs associated with the water line that they approved outright and justified outright, versus optional areas that we can keep in and seek justification on. Engineer Josh Gunnnett stated he wants to make the Authority aware if you leave those areas in and they are not justified, it will be at cost. Engineer Josh Gunnnett stated he discussed these options with Commissioner Clyde Bullers and the areas they feel should be completed.

a. **Option W1** – Engineer Josh Gunnnett stated Option W1 involves one hundred and fifty feet of pipe that would connect to areas that they are

saying are justified. Engineer Josh Gunnett stated we do not believe it would be in the Authority's best interest to leave four inch pipe between two sections. Commissioner Clyde Bullers stated it does not make sense when we are going to replace a section of four inch pipe that is impacted with the storm drain, and then they are going to stop because that impact area is going to need a section of six inch pipe. Commissioner Clyde Bullers stated they are going to leave a section of one hundred and fifty feet of four inch pipe in the middle of the road. Commissioner Clyde Bullers stated what we would like to have them do is move that from that four inch to the side of the road and run new six inch the whole way to where the justification ends on that. Commissioner Clyde Bullers stated the cost is \$28,000.00 for that section. Member Robert Moss asked if the Authority will we have to sign an agreement with PennDOT saying we will absorb the additional cost. Engineer Josh Gunnett stated yes. Engineer Josh Gunnett stated PennDOT will send it out for bid.

- b. **Option W2** – Commissioner Clyde Bullers stated Option W2 is off of the impact area and off of the right of way. Commissioner Clyde Bullers stated the cost on that section was \$55,000.00. Commissioner Clyde Bullers stated we decided not to do it, and to leave that section go.
- c. **Option W3** – Engineer Josh Gunnett stated Option W3 involves a portion of Evans Street, and this is where we are getting into kind of an argument with PennDOT. Engineer Josh Gunnett stated they say they surveyed it and think the depth is fine. Engineer Josh Gunnett stated we surveyed it, and we do not believe it has adequate depth, or coverage of the line there. Engineer Josh Gunnett stated we think Option W3 should be justified. Commissioner Clyde Bullers stated even if we do not get it justified, we should try to do it.
- d. **Option W4** – Engineer Josh Gunnett stated Option W4 is to connect into the existing eight-inch line off of Haney Street and run down the new connector road that will connect 28 to 322. Engineer Josh Gunnett stated the Department of Environmental Protection (DEP) adjusted their inlets on 322 so now the water line is not impacted along there, but that is still a portion of the line we feel would connect the loop in the system. Commissioner Clyde Bullers stated he thinks this needs to be done sooner or later.
- e. **Option W5** – Engineer Josh Gunnett stated Option W5 was originally a justified location. Commissioner Clyde Bullers stated that was a big area of our concern. Commissioner Clyde Bullers stated that is why we wanted the extra redundancy put in, because once they start working on that section and they break that whether they realize it or not, there is no water going out to where it needs to go. Commissioner Clyde Bullers stated we can eliminate that section.
- f. **S1 – Sewer Option** – Engineer Josh Gunnett stated PennDOT justified a little over sixty feet of sewer line on Evans Street because they lowered the intersection. Engineer Josh Gunnett stated they justified one manhole, sixty feet of the intersection. Engineer Josh Gunnett stated that means

they changed grade, so we either need to put a new manhole in there right in the middle of the new intersection, or run new line all the way up to the next manhole. Engineer Josh Gunnnett stated that is where we are talking about the additional one hundred and thirty feet of sanitary line.

Commissioner Clyde Bullers stated the cost for the line replacement was \$17,000.00 but that could change. After some discussion, Member Sam McKinley asked if grants will cover the cost of the additions. Manager Dana D. Schreckengost stated we applied for an ARC grant. Manager Dana D. Schreckengost stated we have been in talks with USDA and their recommendation is at the very least loans are available, and they are kind of waiting to see where we fall with the ARC grant, but they are prepared to cover the entire cost of the project PennDOT approved or additions to with either a loan or grant. Chairman Brad Miller stated we have enough grants and loans, and it looks like we should be able to do it.

- g. **Motion to Approve** - Member Sam McKinley moved to approve moving forward with Option W1, Option W3, Option W4, and Option S1 as they relate to the State Route 28 and State Route 322 project improvements; seconded by Member Roger Shaw. Motion carried 5-0.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. **2019 Budget** – Member Sam McKinley stated the Finance Committee has been meeting to work on the 2019 Budget. Member Sam McKinley stated we are not done yet, but we are pretty close and should have something by the next meeting. Member Sam McKinley stated there is likely to be in the neighborhood of a twenty-five percent increase on the sewage portion of the rates. Member Sam McKinley stated this is the finale of implementing the new sewage plant. Member Sam McKinley stated the rate increase will go into effect January first.
- B. **RMA Withdrawal Authorization** – Manager Dana D. Schreckengost stated we did this last year. Manager Dana D. Schreckengost stated this is a rate mitigation account (RMA) withdrawal authorization. Dana D. Schreckengost stated this is who oversees the health insurance plan for the Municipal Authority. Manager Dana D. Schreckengost stated at the last quarter of every year we are eligible to withdraw overpayments from previous years. Manager Dana D. Schreckengost stated we can request \$823.67 and then offset the premium deduction on our end with the health insurance. Vice-Chairman Tom Dinger moved to authorize the withdrawal from the RMA account as presented; seconded by Member Sam McKinley. Motion carried 5-0.
- C. **Holiday Collection** – Manager Dana D. Schreckengost stated every year we have been doing a holiday collection, and we have been going back and forth between the Brookville Food Pantry and the Willow Run Sanctuary for Animals. Manager Dana D. Schreckengost stated this year it is the Willow Run Sanctuary's turn. Manager Dana D. Schreckengost stated through private funds we will put a flyer with the water/sewer bills to advertise that collection.

Manager Dana D. Schreckengost stated we are a drop off location if anybody is interested in participating in that collection.

- D. Payment Options** – Manager Dana D. Schreckengost stated she would like to make some changes to our payment options. Manager Dana D. Schreckengost stated over the past couple of years we have added additional methods to allow customers to pay their water and sewer bill, such as accepting credit cards, paying online, and automatic withdrawal through your bank account. Manager Dana D. Schreckengost stated because of this we are eliminating Mike's Super Market as a payment location. Manager Dana D. Schreckengost stated we will still have the payment drop off box outside here. Manager Dana D. Schreckengost stated she would like to thank Mike's Super Market for their service over the years. Manager Dana D. Schreckengost stated the last day to pay your water and sewer bill at Mike's Super Market is October 15, 2018.

#### **COMMUNICATIONS AND ANNOUNCEMENTS:**

- A. Executive Session** – Manager Dana D. Schreckengost requested an executive session for a personnel matter with no action expected.

#### **BOARD/STAFF REPORTS & INFORMATION:**

**A. Commissioner Clyde Bullers**

1. **Fall Hydrant Flushing** – Commissioner Clyde Bullers stated fall hydrant flushing has been completed, and they had four water leaks in that time period.
2. **Sourcewater Protection Meeting** – Commissioner Clyde Bullers stated we had our Sourcewater Protection Meeting on September 27<sup>th</sup>.
3. **Strishock Mining Meeting** – Commissioner Clyde Bullers reported the Strishock Mining meeting has been rescheduled for November 9<sup>th</sup> at 10:00 A.M. at the Conservation District Office.

#### **MEDIA COMMENTS/QUESTIONS/CLARIFICATION:**

- A. Patti Slaughter – Rate Increase** – Reporter Patti Slaughter asked regarding the rate increase, do you have any idea of what that would be in dollars? Member Sam McKinley stated we tried to work one up for today but rather than put out information that is incorrect, we declined to do that. Member Sam McKinley stated if you look at your bill, sewage and water is separate so twenty five percent of the sewage bill would be the increase. Member Sam McKinley stated he hates to put a dollar amount on it because there are different rate structures, and some of the commercial customers pay more than the residential customers.

#### **EXECUTIVE SESSION:**

The Brookville Municipal Authority Board entered an executive session at 5:02 P.M. to discuss a personnel matter with no action expected. Executive session ended at 5:50 P.M. with no action taken.

**CALL FOR ADJOURNMENT:**

At 5:50 P.M. Vice-Chairman Tom Dinger moved to adjourn; seconded by Member Robert Moss. Motion carried 5-0.

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Administrative Manager